

September 28, 2012

To: Executive Board

Subject: **State Advocacy Services Contract**

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## **Recommendation**

Authorize the Executive Director to award a two-year contract with three one-year options to be exercised at the sole discretion of Foothill Transit to Capital Representation Group for the provision of state advocacy services for the amounts of \$42,000 for Year 1 and \$42,000 for Year 2.

## **Analysis**

On June 29, 2012, the Executive Board authorized the issuance of RFP 13-002. Capital Representation Group was the only vendor to submit a proposal in response to the RFP. Vendors who did not submit a proposal were contracted to ensure that they received the RFP in a timely manner, and they confirmed that the specifications in the RFP were not unduly restrictive and that they merely chose not to submit a proposal. After a thorough evaluation, it was determined that Capital Representation Group met all criteria of the RFP and that a second RFP to obtain additional proposals was found to be unnecessary.

Capital Representation Group has been Foothill Transit's State Advocate in Sacramento since January 1, 2008. At that time, it was determined that the use of a state advocacy firm that is on the scene in Sacramento full time would be critical to our success on key legislative issues. Since then, Capital Representative Group has assisted Foothill Transit in a number of areas including securing passage of two utility users' tax (UUT) bills exempting from UUT natural gas and electricity that are used as a transit fuel, two bills relating to the adjudication of fare evasion and passenger misconduct violations from the courts to an administrative venue and limitations on bus axle weight.

The 2013 calendar year is expected to be a busy one for transit in Sacramento with the ongoing state funding challenges and a state budget that is expected to again face a shortfall with transit funding being a potential target to bridge the gap. We anticipate the need to closely follow a number of statewide transit related bills expected next year. A state advocacy firm that is on the scene in Sacramento full time will provide the close attention that is critical to our success on these issues. Capital Representation Group will continue to be expected to ensure that state legislators and administrators are aware of Foothill Transit's services and the needs of the organization to provide them. This rate represents a modest increase of \$250 per month over the rate that has been paid for the past three years.

## **Financial Impact**

The agreement with Capital Representation Group calls for a payment of \$3,500 per month resulting in an annual operating cost of \$42,000. Funds for these services have been

Executive Board Meeting – 09/28/12  
State Advocacy Services Contract  
Page 2

programmed in the current Business Plan and will be programmed in Foothill Transit's FY 2014 Business Plan.

Sincerely,



David Reyno  
Director of Government Relations



Doran J. Barnes  
Executive Director